

8 October 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of AAG Workshop, 4-5 October 1974

1. The following AAG members were present at the first Semi-Annual AAG Workshop [REDACTED]

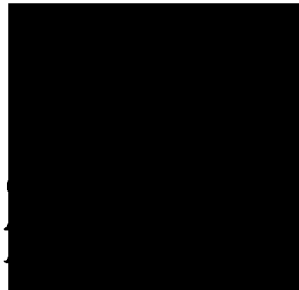
25X1A

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Office

Name

OTR
LOG
FIN
SEC
PERS
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2. The group spent the entire day composing a history of AAG Activities for FY 1974. The finished product, a memo outlining AAG Operating Procedures and an attachment of selected AAG FY-74 activities, will be presented to Mr. Blake prior to 31 October 1974.

3. The group then held a business meeting to discuss the following topics:

a. Procedural Points

- 1) In the future all AAG meetings will have the following agenda.
 - ° Old Business - All action completed
 - Item(s) closed.
 - ° Pending Items - Recommendations Made
 - No Final Action taken -
 - Item(s) still open.
 - ° New Business - Brand New Item(s).

- 2) The minutes will reflect the status of all items categorized in the above format.
- 3) All AAG prepared reports, memos, etc. will be filed in chronological order in the master file. Each report filed will contain a notation as to why the item was closed (e.g. what action, if any, was taken).
- 4) New members of AAG will receive a handout explaining AAG procedures plus a six-month history of AAG actions.
- 5) Whenever new personnel join AAG (every six months), there will be a two-day workshop for all members (New/Old) to produce a six-month history of AAG actions. In this manner, AAG will always have a current history and new members will have a chance to become familiar with AAG personnel and procedures.

b. Old Business

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- 1) Parking Problem - [REDACTED] - This previously closed item was closed again and the originating employee will receive a short memo from AAG along with [REDACTED] memo.
- 2) Drug Abuse Report - The AAG recommends publication of the Drug Abuse Report. One suggestion was entertained to include simple treatment of over-dose cases until qualified medical help is available. AAG comments and suggestions will be passed to Mr. Blake during the week of 7 Oct 74.
- 3) Recommendation to Eliminate General Schedule Grades 6 and 8 from Promotion Consideration - This proposal presented by Mr. Blake would only apply to non-clerical personnel. The group discussed this at great length and could not adopt a joint resolution on the question. Instead, the group decided to present individual views at the meeting with Mr. Blake on 31 October 1974.

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- 4) Future Chairmen/Co-Chairmen - The following 5-month schedule was adopted:

OCT NOV DEC JAN FEB

CHAIRMEN

CO-CHAIRMEN

<u>Future Meetings</u>	<u>Type</u>	<u>Time</u>	<u>Place</u>
15 October 74	Business	3:00	DDA Conf
31 October 74	Mr. Blake	3:00	DDA Conf

c. Pending Items

- 1) "Did you know that..." - Bulletin Board proposal - submitted to DDA for approval.
- 2) North Cafeteria Guard Station Location - Paper presented to group for approval.
- 3) AAG Budget - [REDACTED] will present a paper to the group representing AAG's desire for a budget.
- 4) New Acronym for AAG - The ADMinistration Advisory Group (ADMAG) proposes that the Acronym, ADMAG, be adopted. This proposal will be presented to Mr. Blake on 31 Oct 74.

d. New Business

- 1) Equal Benefits for Employees - Hqs vs. Non-Hqs [REDACTED] passed on a suggestion that AAG look into the inequities in employee benefits between employees working at Headquarters and those working outside the Headquarters complex. Some inequities cited were the absence of an EAA Store, Gymnasium, Ticketron Service, Credit Union, Library, Free Parking, etc. AAG will discuss this issue at the next business meeting.

- See*
- 2) Office Time-in-Grade (T-I-G) Requirements - The group has discussed the Time-in Grade requirements existing in some offices. More will be said at the next meeting, but the group wonders why Time-in-Grade requirements for the same grade are different from one office to the next. And, if T-I-G requirements cannot be eliminated completely.

- in process*
- 3) Grade Attraction Scale - This interesting term applies to the unwritten law which states that a secretary's position grade cannot be a grade over 1/2 the position grade of her boss -- For example, a secretary working for a GS-16 will not be promoted beyond a GS-08. AAG believes this is quite unfair and will decide on a course of action at the next meeting. ✓

- 4) New AAG Member Handout - [REDACTED] volunteered 25X1A to prepare a paper on Policies and Procedures of the Administration Advisory Group to be given to new AAG members. A draft of the paper will be presented to AAG during the next month.

- interesting*
- 25X1A 5) Fitness Reports - A proposal was made by [REDACTED] to study the current Fitness Reporting System and recommend changes. The proposal was withdrawn after [REDACTED] was convinced by other AAG members that the Agency had been trying to produce a good employee evaluation tool for twenty years and has yet to succeed! 25X1A

[REDACTED] 25X1A
AAG Co-Chairman

Distribution:

Copies to each Attendee

- 1 - Mr. Blake
- 1 - Chrono
- 1 - Registry

AGENDA FOR 15 October Meeting

LOCATION: DDA Conference Room

TIME : 1500-1700

I. OLD BUSINESS

A. Academic Qualifications of Agency Professional and Clerical Personnel -- [REDACTED]

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B. Medical Examinations for Agency Employees -- [REDACTED]

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C. Review Results of [REDACTED] Meeting and Discuss Final Draft of Annual Report.

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D. Group Assessment -- [REDACTED]

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II. NEW BUSINESS

A. Advertising the Availability of OTR Catalogue -- [REDACTED]

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B. Report on DDA Practices Regarding Use of "Letters of Promotion" -- [REDACTED]

25X1A

C. Loss of Benefits to Employees Stationed Outside of the Headquarters Area -- [REDACTED]

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D. Length of Time for Badging Agency Contractors, etc. -- [REDACTED]

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E. Permanent Records and Psychiatric Counseling of Agency Employees -- [REDACTED]

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F. Academic Grade Reports in Personnel Files -- [REDACTED]

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G. Final Reflections on an AG Budget.

H. Review Results of [REDACTED] Meeting.

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I. Preparations for Forthcoming Meeting with Mr. Blake and Mr. McMahon.

III. Status on Recommendations Sent to Mr. Blake

- A. Orientation Program for Employees' Wives.
- B. The Law and External Training.
- C. Restroom Facilities for Visitors to North Cafeteria.
- D. "Did You Know:" Display for Official Bulletin Board.

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October Chairman, DDA Advisory Group

AGENDA FOR

31 October Meeting with Mr. Blake

Location: DDA Conference Room

Time : 1500-1700

1. Submission of AAG Annual Report.
2. Member Reactions to Proposal to Abolish Grades GS-06.
3. Reflections on "A Budget for the Advisory Group"
4. A Proposal for a New Name for the Group.
5. Status of Advisory Group Recommendations to the DDA.